# 04 Virginia Aviation Conference

Y ou are cordially invited to exhibit your products or services at the 31st Annual Virginia Aviation Conference scheduled for August 25-27, 2004, at the Hotel Roanoke & Conference Center, in Roanoke, Virginia.

This meeting of airport managers, sponsors, consultants, government officials and others with an interest in aviation in Virginia features a Virginia Aviation Board Meeting, special speakers, exhibitors, and the Virginia Aviation Awards banquet which honors those who have made significant contributions to aviation in Virginia.

The Virginia Aviation Conference is sponsored by the Virginia Department of Aviation, Virginia Aviation Board, Virginia Airport Operators Council, and Virginia Aviation Business Association.

We hope that you will choose to exhibit with us in Roanoke!

### **Tentative Agenda:**

### Wed., Aug. 25, 2004

/:15 a.m.	Continental Breakfast
8:00 a.m.	Registration Desk Opens
8:30 a.m.	Opening Remarks
9:00 a.m.	General Assembly Speaker
10:00 a.m.	Morning Break with Exhibitors
10:30 a.m.	General Assembly Speaker
12:00 Noon	Lunch with Speaker
1:30 n m	Virginia Aviation Roard Mooting

1:30 p.m. Virginia Aviation Board Meeting

1:30 p.m. Land Use (Breakout)

2:30 p.m. Afternoon Break with Exhibitors

3:00 p.m. GIS (Breakout)

6:00 p.m. Host Airport Reception (see below)

Continental Breakfast

**Consultants Reception** 

Virginia Aviation Awards Banquet

### Thurs., Aug. 26, 2004

7:45 a.m.

6:30 p.m.

7:30 p.m.

8:00 a.m.	Registration Desk Opens
9:00 a.m.	Virginia Aviation Board Meeting
9:00 a.m.	Potomac Tracon (Breakout)
10:00 a.m.	Morning Break with Exhibitors
10:30 a.m.	Controlling Airport Wildlife
	(breakout)
11:30 a.m.	Lunch
1:00 p.m.	Golf Tournament
	Visit Market Square (on your own)

### Fri., Aug. 27, 2004

7:30 a.m.	Continental Breakfast
9:00 a.m.	Virginia Aviation Board Meeting
12:00 Noon	Conference adjourns

Visit the Virginia Department of Aviation's web site (www.doav.virginia.gov) for the most up-to-date Conference schedule information.

### **Exhibitor Information**

### **Exhibit Hours**

On Wednesday, the Exhibit Area will open at 7:15 a.m. and close at 5:00 p.m. On Thursday, the Exhibit Area will open at 7:45 a.m. and close at noon.

### Refreshment Breaks

Continental breakfasts and refreshment breaks will be held in the exhibit area to encourage traffic.

### Installation and Dismantling

Cartons and packages should be shipped to arrive at the hotel not earlier than one week prior to the Conference. In addition to mailing information, on your shipping label please place: 1. Virginia Aviation Conference, 2. Your name, 3. Date of Function (Aug. 25-27, 2004). Name of hotel contact (Courtney Rakes), and 5. Hold for Arrival. Exhibit setup will take place Tuesday from 1:00 p.m. - 5:00 p.m. Dismantling will take place on Friday morning. (Contact conference coordinator for exceptions).

The hotel address is:

The Hotel Roanoke & Conference Center 110 Shenandoah Avenue Roanoke, VA 24016

### **Exhibit Space Layout**

Each exhibit space will include one 6 or 8 ft. draped table, a chair, and a trash can. The floor is carpeted. Free-standing exhibit panels may be placed behind the table providing that they are not significantly wider than the table. Electricity and phone lines will be arranged individually. A form is included to allow exhibitors to order these services.

### **Exhibit Space Assignment**

Exhibit spaces will be assigned based on table, electrical, and phone line requests.

### **Exceptional Requests**

If your display has any special requirements: for example, high power usage, older computer equipment which may not be compatible with the phone system, or large product demonstrations, please notify us.

### Signs and Banners

No signs, banners, or other items, which could potentially damage a wall, may be affixed without obtaining prior permission.

### Security

It is recommended that you not leave valuables (laptop computers, etc.) unattended in the exhibit hall during the day. While the exhibit hall will be locked in the evenings, it is still recommended that valuables not be left in the hall overnight. The Virginia Department of Aviation or Hotel Roanoke & Conference Center will not be responsible for lost or stolen items.



### **Guest Speaker**

**Dick Rutan** made history in December of 1986 after completing a nine day, three minute and forty-four second round-theworld, non-stop and non-refueled flight, setting an absolute world's record that still holds today.

For more information about the 2004 Virginia Aviation Conference contact Betty Wilson, Conference Coordinator, at (804) 225-3783, ext 107.

**What Do I Wear?** Business Casual is appropriate for meetings.

The Host Airport Reception is casual. The Aviation Awards Banquet Thursday evening is Business Dress.

**Exhibitor Registration Form**31st Annual Virginia Aviation Conference
Please register me for the Virginia Aviation Conference to be held at the Hotel Roanoke & Conference Center in Roanoke.

1. Registration	Cost	How Many	Amount
Exhibitor Fee (deadline August 2, 2004)  One full conference registration is included. Additional persons staffing exhibit tables require regular registrations.	\$315.00		\$
Regular Conference Registration	\$150.00		\$
2. Extra Meals (for guests)			
☐ Wednesday Lunch	\$22.00		\$
☐ Thursday Lunch ☐ Thursday Banquet	\$18.00 \$38.00		\$ <b>\$</b>
☐ Thursday Banquet	\$38 <b>.</b> 00		\$
3. Event Selection	4. Checkli	ist for Table, Elect	tricity, Phone Lines, etc.
Host Airport Reception (Wednesday)	_	y Request Completed an	nd Submitted
Consultants Reception (Thursday)	_ Phone Lin	ne Request Submitted	
5. Contact Info (Please Print Clearly)		<b>G</b> 8ft. T	
Name:		E-Mail:	
Preferred Name for Badge:		Phone Number:	
Title:		FAX Number:	
Company:			
Address:			
City:		State:	Zip:
Contact Person/Telephone Number:			
Is this your first Virginia Aviation Conference? Yes No	_ If not, how many Co	onferences have you at	tended?
What products/services will you be displaying at your booth? _			
Describe your exhibit			
6. Payment Info			
☐ Check made out to <b>Virginia Aviation Conference Fund</b> end	closed for \$	(Credit cards	s cannot be accepted for payment.)
7. Send in Your Registration			
☐ Mail this form and your check to: Virginia Aviation Conferen	ıce, 5702 Gulfstream R	२०ad, Richmond, Virginia	a 23250-2422.
DOAV Use:			
Paid:checkcash Date: Amt:	Receipt	. Number:	Initials:

# Hotel Reservation Request Virginia Aviation Conference

Tuesday, August 24-Friday, August 27, 2004

## **RESERVATION DEADLINE: Monday, August 2, 2004**

Reservations received after the above cut-off date or after the group block is full will be honored on a rate and space available basis only.

Reservations may be made by calling: The Hotel Roanoke & Conference Center directly at 866-594-4722

Be sure to ask the agent for the VA Aviation Conference.

You may also **mail** this form directly to: The Hotel Roanoke & Conference Center 110 Shenandoah Avenue Roanoke, VA 24016 Attn: Reservations Department

Or **fax** this form to: Reservations Department at 540-853-8264

Rates: \$ 59.00/\$79.00 per room, per night Single/Double Occupancy

Check-in time is after 4:00 p.m. Check-out time is before 11:00 a.m.

In making your reservation, The Hotel Roanoke & Conference Center requires that you either:

- (1) Enclose a check or money order equal to first night's rate, plus 11.5% (please, no cash)
- (2) Send the entire number of your following credit card: AMERICAN EXPRESS, DINERS CLUB, VISA, MASTERCARD, CARTE BLANCHE, or DISCOVER. Please include the expiration date and your signature.

The Hotel Roanoke & Conference Center regrets that it cannot guarantee your reservation without one of the above. Deposits will be refunded only if cancellation notice is given prior to 4:00 p.m. on the day of arrival. (Please record your cancellation confirmation number).

If more than one room, please:

- a) enclose list of names/addresses, indicating which guests share room.
- b) indicate how advance deposit should be divided (if applicable).
- c) indicate how final payment will be made (one or more payments).

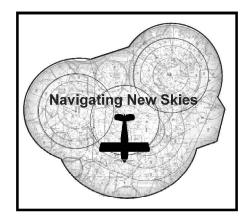
### FORM TO BE COMPLETED - PLEASE PRINT OR TYPE

Name:	Group:				
Address:					
City:	State: Zip Code:				
Phone: (Day)	(Evening)				
Arrival: Date Time	Departure: Date Time				
Number of Rooms: Names for Each Room:					
Number of People in Each Room: Adults Children under 18 Number of People Sharing Room:					
Special Requests: (NOT Guaranteed) One Bed Two Beds Smoking Non-Smoking Handicapped Accessible					
Check or Money Order Enclosed - Amount \$ Credit One Room Credit evenly among All Ro					
AMEX CARTE BLANCHE DINERS CLUB _	_ DISCOVER MASTERCARD VISA				
Card Number	Expiration Date				
Signature	Today's Date				

# **2004 Virginia Aviation Conference**

Hotel Roanoke & Conference Center August 25-27, 2004

Register Today!



Registration
Deadline:
August 2, 2004



### Sponsored by:

Virginia Department of Aviation Virginia Aviation Board Virginia Airport Operators Council Virginia Aviation Business Association

# **Exhibitor Registration**

Commonwealth of Virginia Department of Aviation 5702 Gulfstream Road Richmond, Virginia 23250-2422 Presorted Standard U.S. POSTAGE PAID Richmond, Va Permit No. 949

Registration Deadline: August 2, 2004

